

JOB POSTING

Position: Supervisor – Intake

Salary Range: 55,224.00 – 74,547.20

PRINCIPAL ACCOUNTABILITIES:

Supervise Intake Department and attached units including those mandated under the Victims Rights Act and develop, with Court Administration coordination, effective diversionary alternatives. Screen and authorize, if appropriate, all petitions filed with the court and determine court intervention level, type of proceeding required, and types of services required to alleviate situation. Identify needs and make proposals regarding department programs and develop, with Court coordination, effective screening process and alternatives for Domestic cases. Supervise processing of Personal Protection Orders requests by screening and referring to community resources appropriate for presenting issues while ensuring citizens protection. Decide, in conjunction with supervision team, those minors to be placed in residential/institutional facilities. Coordinate Preliminary Hearing scheduling with appropriate parties and departments as mandated by statute. Cooperate with Prosecuting Attorney to determine jurisdiction of all cases. Coordinate flow of screened referrals to various departments and/or community resources. Co-manage the field placement program utilizing students from surrounding colleges and universities. Maintain, forecast, and report statistical data regarding Intake Department operations. Participate as Court representative in collaborative efforts with community agencies, schools, police and all other appropriate groups responding to juvenile delinquency. This is not all inclusive of the total scope of duties to be performed.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Bachelor's degree in social sciences, education, a human service field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services, with two years of professional experience with a juvenile court staff or in a child welfare agency. Essential knowledge includes Juvenile Code, Family law, Court Rules, Court procedures, community resources, and services. Vital skills include interpersonal relations, verbal and written communication, problem analysis, and strong decision making skills. Must be certified as a Juvenile Probation Officer by the Supreme Court Administrators Office.

Desired Standards: Masters degree in social work, education, a human service field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services with one year of professional experience in juvenile court work.

DEADLINE TO APPLY: July 7, 2014, at 5:00 p.m.

APPLY TO:

Kay Budas, Administrative Assistant
9th Circuit Court-Family Division
1400 Gull Road
Kalamazoo, MI 49048

OR

By fax to: 269-385-8588

OR

Electronically at www.kalcounty.com